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**Employee Services**  
2<sup>nd</sup> Floor, 5050 Yonge Street  
Toronto, ON M2N 5N8

## **Parent Representative Participation in Vice-Principal Interviews**

Dear Parent Representatives:

As you may be aware, The Toronto District School Board currently includes a Parent Representative on Vice-Principal Interview Committees.

This communication contains information about the upcoming Vice-Principal interviews, as well as an Expression of Interest Form to complete if you would like to participate as a Parent Representative.

The P/VP Process and Interview Training Session is scheduled for:

Tuesday, February 9, 2016  
5050 Yonge St – Boardroom  
6:00 to 7:30 pm

**Attendance at a Training Session is mandatory** in order to participate as a Parent Representative on a Vice-Principal Interview Team. The last parent interview training session was offered on October 20, 2014. If you attended that session, it is not necessary for you to attend again, although you are welcome to come as a refresher.

For the Spring 2016 cycle, interviews for Elementary and Secondary Vice-Principal will be held on two of the planned interview dates:

Tuesday, February 23, 2016  
Thursday, February 25, 2016  
Tuesday, March 1, 2016

In early February, 2016 the decision will be made, and communicated, regarding the specific date each of the vice-principal interviews will be held.

All interviews are held at 1 Civic Centre Court (Burnhamthorpe and Hwy #427) during the day; Parent Representatives would be required to be in attendance from 8:00 am until no later than 4:30 pm.

- You will not be scheduled for more than one of these dates. Depending on the number of interview teams scheduled, not all parent representatives may be scheduled.
- You will be informed by e-mail no later than the week prior to the scheduled date if you have been placed on an interview team or identified as an alternate/back-up for the day.
- The interview day begins with a team caucus at 8:00am with the site coordinators. The last interview of the day will commence no later than 3:30pm.

If you would like to volunteer to participate in the Spring 2016 vice-principal interviews, please complete the attached form and return no later than January 15, 2016.

Thank you in advance for your interest and support in this important process.



## Parent Representative Participation in Vice-Principal Interviews for the Spring 2016 Cycle

### Expression of Interest Form

If you would like to participate in the Vice-Principal interviews, please complete and return this form by email to [PVP\\_Process@tdsb.on.ca](mailto:PVP_Process@tdsb.on.ca), or by fax to 416-397-3484, no later than **January 15, 2016**.

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you currently, or have you ever been, employed by TDSB?     Yes     No

If yes, please provide your employee number: \_\_\_\_\_

Panel Preference (you may select both):     Elementary     Secondary

School(s) Your Child/Children Attend: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Ward/Family of Schools affiliation: \_\_\_\_\_

Do you have any conflict of interest you wish to declare?

\_\_\_\_\_

\_\_\_\_\_

Please identify which date(s) you prefer to participate?

February 23, 2016

February 25, 2016

March 1, 2016

Identifying your availability will assist in determining the best dates to hold the vice-principal interviews.